PROGRAMMING & OPERATING INSTRUCTIONS

CL5000 AUDIT TRAIL

CL5000
electronic

CODELOCKS

CODES AND OPERATION

CODES

- The factory set Master Code is **#**1234.
  This should be changed immediately after installation (see Program 10).
- The Master Code and optional Sub-Master Code always start with the **#** prefix. This puts the lock into Programming Mode.
- When the Master or Sub-Master Code is entered 3 times consecutively without performing a programming function, a penalty time of 10 seconds is activated.
- The length of the Master Code determines the length of the User Codes and the Sub-Master Code.
- If the Master Code is changed to another of the same length then the Sub-Master and all User Codes will be retained.
- If the Master Code is changed to one of a different length then the Sub-Master and all User Codes will be deleted.
- Codes may be 4, 5 or 6 digits long. The lock memory will store 989 different User Codes, each identified by a User Code ID - 001-989.
- The lock memory can store 10 different One Time User Codes. Each One Time User Code is identified by a One Time User Code ID - 990 to 999.
- If Program 16 is activated, User Codes can bet set individually or as a group using Program 17 to enable the lock to be opened only at specified times.
- When in Programming Mode a Program Code must be entered within 5 seconds, otherwise the Red LED will flash and BEEP and the lock will revert to normal.
- If a programming mistake is made wait 5 seconds, the Red LED will flash and BEEP and the lock will revert to normal.
- A new code will be rejected if it is already in the memory.

OPERATING INSTRUCTIONS

The CL5000AT lock has a 12 button keypad including **✱** and **#** buttons.

AUDIT TRAIL FUNCTION

The CL5000AT has the ability to provide audit information of lock activity; time lock opened, User Code used etc. Once activated (Program 16) the same software allows for easy programming of locks via a USB Stick from a PC to the lock and from the lock back to the PC. Multiple locks can be programmed in this way if required.

UNLOCK TIME

The factory pre-set UNLOCK time is 4 seconds. This may be changed – (see Program 06).

PENALTY TIME

Entering 3 incorrect codes will cause the lock to suspend activity for a penalty time of 10 seconds.

KEY OVER-RIDE

Turn the key clockwise 90º and depress the lever handle to open the door.

CODE FREE MODE

Using the Master or the Sub-Master Code, Programs 08 and 09 will put the lock into, and out of, Code Free Mode. In Code Free Mode battery power is not being used. If Master and Sub-Master Codes cannot be issued for this purpose it is possible to use the Key-in-Lever to put the lock into Code Free Mode. This requires that the cylinder tailpiece be changed according to the instruction on pages 4 and 5.

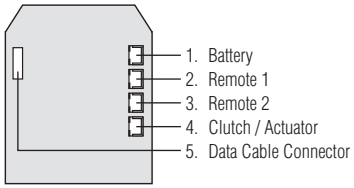
REVERTING TO FACTORY SETTING

If the Master Code is not known the lock memory can be cleared and made to revert to the factory Master Code as follows:

- Remove battery
- Press and hold '0' button
- Refit battery
- Within 7 seconds press '000'
- Lock will be reset to factory default settings (AT option only).

REMOTE RELEASE OPTION

The lock has 2 sets of terminals for remote release, labelled REM 1 and REM 2 on the printed circuit board in the front housing. Cables are provided with the lock for these connections.



REM 1 is intended for use when there is a need to allow a visitor to open the door after having been identified by intercom or by sight from within. REM 1 would be connected to a push button on a reception desk, or to the appropriate button on an intercom. Pushing the button would cause the Blue LED to light and would release the lock for the normal set time.

REM 2 is intended for use when there is a need for the door to be released by an alarm system, such as a fire alarm. This enables emergency personnel to rapidly check that no one is trapped, overlooked in classrooms, wards, guest rooms, etc. during an emergency evacuation, or during a fire drill. When activated by an alarm REM 2 will maintain the unlocked condition for 30 minutes. During this time the Red LED will flash once every second and BEEP to indicate the unlocked condition. The lock will automatically revert to normal after 30 minutes. If required Program 11 can be used to revert the lock to normal before the 30 minute period has finished.

LOCKED/UNLOCKED STATUS INDICATION

Using Program 15 the Blue and Red LEDs can be programmed to indicate locked and unlocked status.

BATTERY POWER

The CL5000 Electronic should provide in excess of 200,000 openings from the 4 x AA cells rated at 2,900 mAh.

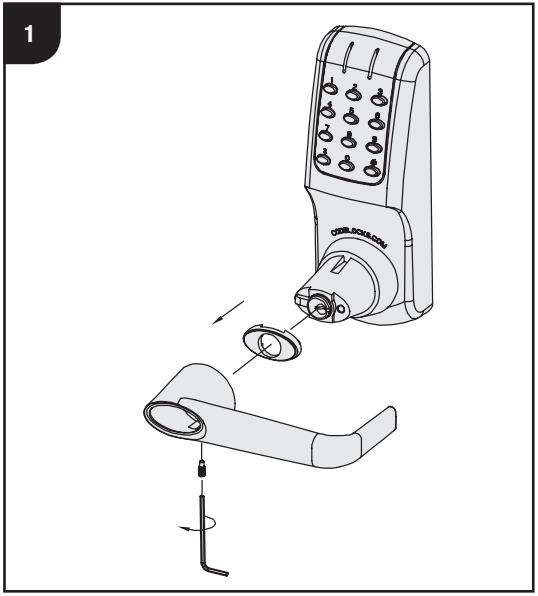
LOW BATTERY

When the battery power is low the Red LED will flash 5 times before the Blue LED flashes to signal acceptance of the code. Batteries should be changed as soon as this happens.

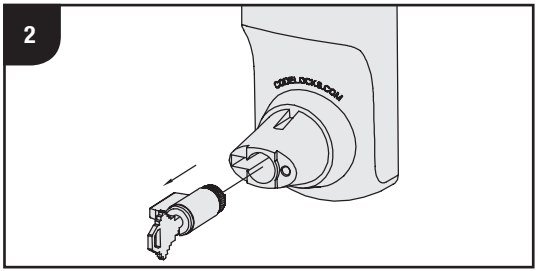
CYLINDER REMOVAL

REMOVAL OF FRONT-LOAD CYLINDERS TO CHANGE KEY BYPASS FUNCTION, TO REPIN CYLINDERS, OR TO REPLACE WITH CYLINDERS BY A DIFFERENT MANUFACTURER*

1



2

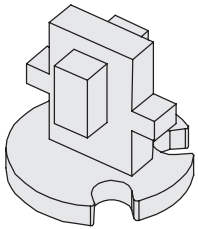


1. Remove handle and cylinder cover.

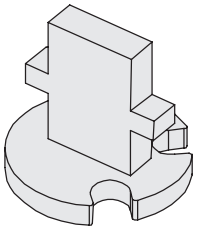
2. Turn key 90º clockwise and remove cylinder from boss.
***If intending to use a cylinder** by a different manufacturer it is advisable to confirm beforehand that the new cylinder will fit the boss. Note that the CL5000 uses a 6 pin screw-cap cylinder.

CHANGING KEY BYPASS FUNCTIONS

A



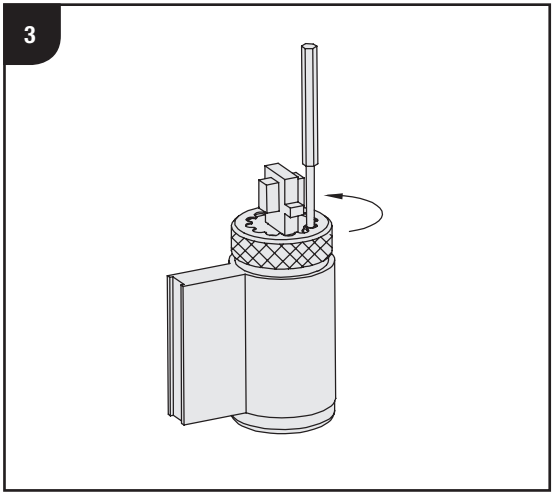
B



A - Storeroom function
Tailpiece allows key to turn 90º clockwise to enable handle to retract the latch - this is the factory fitted function.

B - Classroom function
Tailpiece allows key to turn 90º clockwise and be removed leaving the handle engaged in Code Free Mode.
Code Free Mode is cancelled by turning key 90º anti-clockwise.

THESE TAILPIECES WILL FIT MOST SCREW-CAP CYLINDERS FROM OTHER MANUFACTURERS

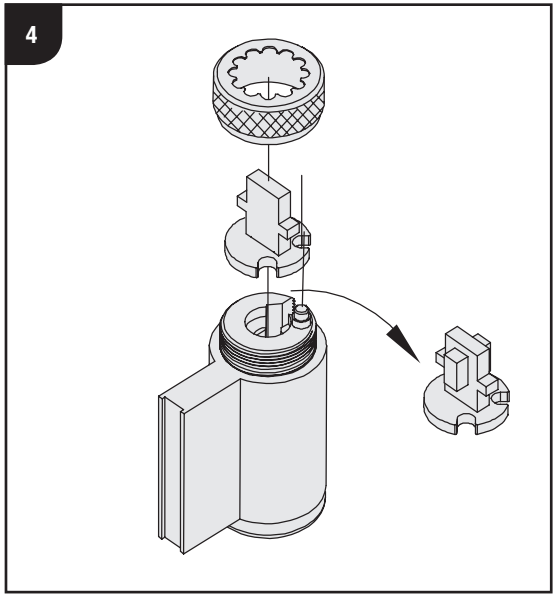


3. Remove key from cylinder. Hold down the control pin in the end of the cylinder and unscrew the cap.

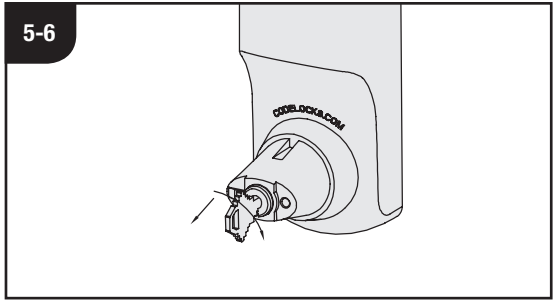
4. Replace the tailpiece, hold down the control pin and screw the cap fully on without tightening. Ensure control pin projects to lock the cap.

5. Test the key operation. If the key is difficult to insert or tight when turning, then the cap maybe too tight. Loosen the cap one notch at a time and try the key again. If the key inserts and turns OK, but is difficult to remove, then the cap may be too loose. Tighten up the cap one notch at a time. Adjust the cap until the key inserts, turns and removes easily.

6. With key turned 90° clockwise replace cylinder, cylinder cover and handle.



CAUTION! DO NOT INSERT THE KEY IN THE CYLINDER ONCE YOU HAVE REMOVED THE SCREW-CAP



*** First change the factory Master Code #1234 – see Program 10.**

Note: The Master Code and Sub-Master Code MUST always start with **#**. All codes must be the same length as the Master Code. A ● or ● in the Key Sequence below indicates LED illumination. To use Audit Trail Function and programming via PC Program 16 must be active.

IF ENTERED, A SUB-MASTER CODE CAN BE USED INSTEAD OF THE MASTER CODE FOR ALL PROGRAMS EXCEPT PROGRAMS 10,12,14,16,17,18 AND 19.

PROGRAM 01

ENTER NEW USER CODE
#Master Code ● 01 ● User Code ID (e.g. 001) ●
New Code (e.g. 4321) ● ●
Result: New code 4321 entered at User Code ID 001.
(● when user enters code)
Note: ID positions 990 to 999 are reserved for One-Time User Codes.

PROGRAM 02

SUSPEND USER CODE
#Master Code ● 02 ● User Code ID (e.g. 001) ● ●
Result: User Code at ID 001 suspended.
(● ● when user 001 enters code).

PROGRAM 03

RESTORE USER CODE
#Master Code ● 03 ● User Code ID (e.g. 001) ● ●
Result: User Code at ID 001 restored.
(● when user 001 enters code).

PROGRAM 04

SUSPEND ALL USER CODE
#Master Code ● 04 ● ●
Result: All User Codes suspended.
(● ● when user enters code).

PROGRAM 05

RESTORE ALL USER CODES
#Master Code ● 05 ● ●
Result: All User Codes restored.
(● when all users enter code).

PROGRAM 06

CHANGE UNLOCK TIME
#Master Code ● 06 ● enter open time (range 2 - 9 secs) ● ●
Result: After code entry the lock will unlock for the set time. (Factory pre-set time is 4 seconds).

PROGRAM 07

ONE-TIME USER CODE
#Master Code ● 07 ● One Time Code ID (e.g. 990) ●
One-Time Code (e.g. 5555) ● ●
Result: Code 5555 in position 990 will work once and then be removed from memory.

Note: ID Positions 990 to 999 are reserved for this program function, allowing up to 10 One-Time User Codes to be entered.

PROGRAM 08

SET CODE FREE MODE
#Master Code ● 08 ● ●
Result: Lock will be continuously unlocked.

PROGRAM 09

CANCEL CODE FREE MODE
#Master Code ● 09 ● ●
Result: Lock will revert to normal operation.

PROGRAM 10

CHANGE MASTER CODE*
#Master Code ● 10 ● Enter length of Master Code followed by new Master Code (e.g. 6, 123456) ● confirm length of Master Code followed by new Master Code (e.g. 6, 123456) ● ●
Result: Master Code now changed to #123456.

Note: If the length of the Master Code is changed then all previous User Codes will be deleted.

PROGRAM 11

CANCEL EMERGENCY OPEN MODE
#Master Code ● 11 ● ●
Result: The emergency unlocked condition via REM 2 will be cancelled and the lock will revert to normal operation.

PROGRAM 12

DELETE ALL USER CODES
#Master Code ● 12 ● 12 ● ● (7 secs)
Result: All User Codes will be cleared from the memory.

PROGRAM 13

ADD/CHANGE SUB-MASTER CODE
#Master Code ● 13 ● Sub-Master Code (e.g. 2468) ● ●
Result: A Sub-Master Code **#**2468 has been entered.

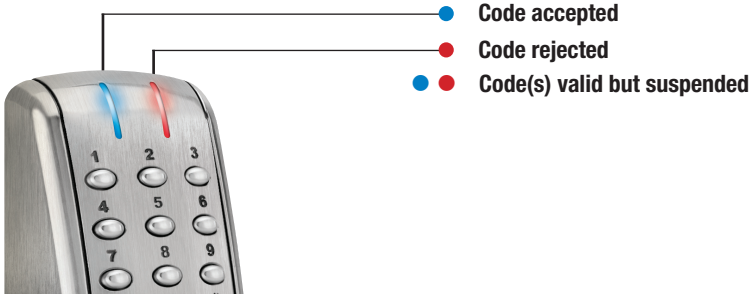
PROGRAM 14

DELETE SUB-MASTER CODE
#Master Code ● 14 ● 14 ● ●
Result: Sub-Master Code has been deleted.

PROGRAM 15

LOCKED/UNLOCKED STATUS
1. **#**Master Code ● 15 ● 1 ● ●
Result: Locked - No LED flashing (this is the default setting).
2. **#**Master Code ● 15 ● 2 ● ●
Result: Locked - Red ● LED flashing.

Note: If activated, LEDs will flash continuously every 5 seconds. LEDs will not indicate unlocked mode by key.



ACTIVATE AUDIT TRAIL FUNCTION

1. Set date, time, daylight saving and Door ID on lock. See program 16, page 9.
2. Insert Codelocks USB Stick into PC. Following prompts, install data management software (DMS).
   - Activate Codelocks USB Stick by clicking on the "Tools"menu and select "Activate USB"
   - Close down DMS and remove USB Stick from PC
3. Insert USB Stick into lock USB port.
4. Enter: #Master Code ● 19 ● 1 ● ● *followed by* ● *(flash for 35 seconds).* Audible BEEP will signify process complete.
5. Remove USB from lock and insert into PC USB port.
6. Open DMS and click on "Open USB" button.
7. Click on data file in left hand column. The data file will match the Door ID set in 1 above.
8. Following on screen prompt, enter Master Code for lock.
   Note: No # prefix required.
9. "Main Settings" and "User ID Setting" can now be modified or added by clicking on either settings tab to make changes required.
10. Once changes have been made, click "Save to USB" button at bottom of screen.
11. Remove USB Stick from PC and insert into lock USB port.
12. Enter: #Master Code ● 19 ● 2 ● ● *followed by* ● *(flash for 10 seconds)* ● *(flash for 35 seconds).* Audible BEEP will signify process complete and changes uploaded to lock.

Note: Master Code used in Point 12 must be Master Code installed on lock.
If Master Code has been changed, it will only be active after successful data upload to lock.

Note 1: Audit information and program settings can be uploaded/downloaded to and from the PC and lock via the activated USB Stick using Program 19.

Note 2: When Program 16 is active, the Audit Trail Function is automatically enable for all previously installed and new User Codes.

Note 3: Programs 17, 18 and 19 will not work until Program 16 is active.

Note 4: If daylight saving (DST) is enabled, system will auto-adjust time. If daylight saving **is not required**, enter 0000 in the start and end DST section in Program 16.
If the start date and end date of daylight saving should change in subsequent years, adjust your settings in the Data Management Software (DMS).
For assistance with DST, go to:
www.codelocks.com/help/dst

Note 5: Should battery power fail for more than 24 hours, Program 16 will need to be re-entered to reset the clock time. All program features will be retained.

ONLINE HELP
Additional information is available at:
www.codelocks.com/help/audit

PROGRAM 16

SET DATE AND TIME, DAYLIGHT SAVING & DOOR ID

#Master Code ● 16 ● date, month, year ● date, month, year ● day ● day ● hour, minutes ● hour, minutes ● start daylight saving ● start daylight saving ● end daylight saving ● end daylight saving ● Door ID ● Door ID ● ●

Day*= Week day number

Mon = 1, Tue = 2, Wed = 3, Thur = 4, Fri = 5, Sat = 6, Sun = 7

Example: (Example only - you will need to change the values for your lock)

#	1	2	3	4	●	1	6	●	1	9	0	8	1	3	●			
1	9	0	8	1	3	●	1	●	1	●	1	5	1	7	●			
1	5	1	7	●	3	1	0	3	●	3	1	0	3	●				
2	7	1	0	●	2	7	1	0	●	0	0	1	●	0	0	1	●	●

Result: Lock internal timer set running on 19th August 2013, Monday, at 17 minutes past 3 in the afternoon. Daylight saving time set and door ID number is 001.

Use the grid below to write your sequence:

#					●	1	6	●						●				
						●		●		●				●				
				●					●				●					
				●					●				●				●	●

DISABLE AUDIT TRAIL

#Master Code ● 16 ● 000000 ● 000000 ● ●
Result: Lock internal timer and AT Function is disabled, programs 17, 18 and 19 will not work.

PROGRAM 17

SET A VALID CODE ACTIVE PERIOD

#Master Code ● 17 ● User ID ● days (Mon to Sun) ● hours, minutes (from) ● hour, minutes (to) ● ●
#Master Code ● 17 ● 001 ● 0100010 ● 1330 ● 1830 ● ●

Result: User ID 001, will be able to open the lock on a Tuesday and Saturday from 1:30pm to 6:30pm only.

Note 1: Default is for all codes to work 24/7 unless programmed otherwise.

Note 2: The status of each day of the week should be indicated by 1 for active or 0 for inactive.

Note 3: Week begins on Monday. For example: to set the active period to Monday only, the days should be set to "1000000".

CANCEL SINGLE USER CODE ACTIVE PERIOD
#Master Code ● 17 ● 001 ● 000000 ● ●
Result: User ID 001, active period settings will be cancelled.

SET ACTIVATION PERIOD FOR "ALL USERS"
#Master Code ● 17 ● 000 ● 0100010 ● 1330 ● 1830 ● ●
Result: All Users will be able to open the lock on a Tuesday and Saturday from 1.30pm to 6.30pm only. Overrides individual user settings.

CANCEL ACTIVE PERIOD FOR "ALL USERS"
#Master Code ● 17 ● 001 ● 000000 ● ●
Result: The active period set for all ALL User Codes (User ID ref: 000) will be cancelled. Individual user setting are restored.

PROGRAM 18

WEEKEND LOCK OUT

This is an on/off (toggle) command.

#Master Code ● 18 ● 18 ● ●
Result: No User Codes will be able to open lock during weekend period.

Note: Repeating the sequence will remove the weekend lock out for all User Codes with previous weekend access.

#Master Code ● 18 ● 18 ● ●
Result: All User Codes will be able to open lock during weekend period.

Note 1: Using this program will lock out ALL User Codes over a weekend (Saturday/Sunday).

Note 2: Using Program 17, an active User Code may be entered in this lockout period if desired.

PROGRAM 19

DOWNLOAD AUDIT DATA & SETTINGS: Lock to USB Stick

#Master Code ● 19 ● 1 ● ● *followed by* ● *(flash for 35 seconds).* Audible BEEP will signify process completed.
Result: Audit Trail and settings data will be downloaded to USB Stick from lock.

- To view data, insert USB Stick into PC with Codelocks DMS installed.

UPLOAD OF NEW/CHANGED SETTINGS: USB Stick to Lock

- Insert USB Stick into PC with Codelocks DMS installed. Follow on screen prompts and make required changes and save to USB Stick.
- Remove USB Stick and insert into lock USB port.

#Master Code ● 19 ● 2 ● ● *followed by* ● *(flash for 10 seconds)* ● *(flash for 35 seconds).*
Audible BEEP will signify process completed.

Result: New/changed settings uploaded to lock and now active.

Note 1: Lock buttons should not be pressed through extended ● and ● LED flashing sequences during upload or download.

Note 2: USB Stick must not be removed during upload/download.

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#
CODELOCKS.COM

5000

AUDIT TRAIL

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